



## **Code of Behaviour**

It is the policy of Anam Cara that employees, board members, volunteers, and contractors should have a clear understanding of what is acceptable behaviour.

In performance of their duties employees, board members, volunteers and contractors must:

1. Operate within Anam Cara's values of quality, compassion, empathy, inclusivity, trust and collaboration.
2. Maintain high standards of service delivery by:
  - a) Discharging responsibilities conscientiously, honestly and efficiently.
  - b) Acting within the law.
  - c) Declaring any conflicts of interest.
3. Observe appropriate behaviour at work by:
  - a) Interacting with stakeholders and members of the public fairly, promptly and respectfully.
  - b) Dressing in a professional manner.
  - c) Avoiding using inappropriate language.
  - d) Not accessing any inappropriate material on Anam Cara computers.
  - e) Avoiding causing deliberate harm to any Anam Cara equipment.
4. Create a safe working environment by:
  - a) Refraining from working while under the influence of drugs and alcohol.
  - b) Not engaging in any form of harassment, bullying or threatening/violent behaviour.
5. Participating in any training/supervision required by Anam Cara.

## **Code of Behaviour Agreement**

I \_\_\_\_\_ have read and agree to the terms of Anam Cara's Code of Behaviour.

Signed \_\_\_\_\_

Date \_\_\_\_\_